



ORCA
Quick Reference Guide

December 2006

Vendor Instructions

Before Starting Your Application

Before you can enter ORCA you must:

- Have an active registration in Central Contractor Registration (CCR)
- Have the MPIN from your active registration
- Know your DUNS number

Registration in CCR: Before entering ORCA you must have an active registration in CCR. To determine if you have an active registration visit CCR's homepage at www.ccr.gov and click on "Search CCR" found on the left side of your screen. If you have an active registration then you can begin your ORCA record. If you do not have an existing active registration in CCR then complete one at the same website before beginning your ORCA records. Reminder: There is no cost involved with registering in CCR. When registering in CCR make sure to use 2002 NAICS codes and not 1997 NAICS codes. You may begin your ORCA questionnaire **immediately after your CCR registration becomes active.**

Marketing Partner Identification Number (MPIN): The Marketing Partner Identification Number (MPIN) is a 9-character code containing at least one alpha character and one number (no special characters or spaces). The MPIN is created, by you, in your company's CCR record and acts as a password for various government systems, including ORCA. The MPIN is the last data field in the "Points of Contact" section of the CCR registration. Once you've entered your new MPIN into CCR, **it will become active in ORCA as soon as your CCR registration becomes active.** Go to www.ccr.gov if you need more information on how to create your MPIN.

If you are not in CCR, please go to www.ccr.gov and complete a registration. If you have an active registration, but do not know your MPIN, please contact the person who submitted your company's CCR registration for that information. If you do not know who that person is, then contact the CCR helpdesk at 888-227-2423, for assistance.

In addition, a DUNS number is needed, in conjunction with the MPIN to enter the ORCA system. If you have an active record in CCR then you have a DUNS number. You can view your active CCR record to

determine your DUNS number, or if you have questions or problems with your DUNS, please read the following:

***Data Universal Numbering System (DUNS) Number:** The Data Universal Numbering System (DUNS) number is a unique nine-character identification number provided by the commercial company, Dun & Bradstreet (D&B). Call D&B at 1-866-705-5711, if you do not have a DUNS number. The process to request a DUNS number takes about 10 minutes and is free of charge. If you already have a DUNS number, the D&B representative will advise you over the phone.

DUNS +4: The use of DUNS+4 numbers to identify vendors is limited to identifying records for the same vendor at the same physical location. The +4 should only be used in ORCA, if you registered your company that way in CCR.

Enter Your Application

If you are new to this process, it is recommended that you print off the "Definition of Terms" located in Appendix A.

1. Start at <https://orca.bpn.gov>
2. Enter your DUNS number and MPIN, click **"Submit"**
 - Please note that after 20 minutes of inactivity on one page your registration will time out and all data will be lost.

If you entered a valid DUNS number/MPIN combination, your existing information from CCR is pulled and displayed for your review.
3. Review the displayed CCR information. If correct, click **"Create ORCA Record"**.
 - If your CCR data is incorrect, then visit www.ccr.gov and update your registration. **Changes in CCR will update into ORCA, as soon as your CCR registration becomes active.**
4. Confirm your ORCA POC, and change, if necessary. Click **"Continue"**.
5. Questionnaire begins. Answer all of the questions. Click **"Save and Continue Questionnaire"** when finished with each of the 5 pages.
6. At the end of the questionnaire, click the **"Save and Continue to Certification"** button.
 - You may choose to exit the questionnaire at any point, saving what you have entered thus far, by clicking **"Save and Exit Questionnaire"**.
 - If you need to return to an earlier page, click **"Previous Page"**. However, any entries that you made on the current page will not be saved unless you first click **"Save and Continue Questionnaire"**.
 - Whenever you enter text in a field, you must click **"Add"** in order for the information to be saved.
 - In a few places throughout the questionnaire, you may find questions are marked with 'Reserved'. Because of certain company information provided in your CCR record, the question normally asked is no longer applicable to you. Continue on to the next question.
7. Review your answers by reading the actual provisions/clauses that contain your responses. If you would like to make any changes click on the check box or displayed answer to be brought back to the original question. When finished making the changes click **"Continue"** to get back to the review.

- Remember to review and click the check boxes on the read-only clauses of 52.203-11, 52.227-6, and 52.222-38. These are the first three clauses on the review page.
 - If you answered questions that related to DFARS clauses/provisions, review the applicable DFARS provisions/clauses. There are 9 DFARS read only clauses/provisions with check boxes that must be filled in to submit the certification.
8. When satisfied with all your answers, scroll to the bottom of the screen, and be sure to certify that your answers are true by clicking the check box. When finished, click **"Submit Certification."**
9. Download a pdf copy of your completed Reps and Certs record for your files.
- Please note that the information stored in an active ORCA record is considered unrestricted, and is searchable by the public using the DUNS number.

You will receive an email confirmation that you have registered your record. A record is active for 365 days. The vendor needs to update their record as necessary to reflect changes, but at least annually to ensure they are kept current, accurate and complete. The record is active for 365 days from date of submission, or update.

You will be reminded of the renewal requirement 60 days, 30 days and 15 days prior to your records expiration, via email. The notice will be forwarded to the ORCA POC designated in your company's record.

Renew or Change an Active Record

Your Responsibilities

- You are responsible for ensuring the accuracy of your registration. You must use your DUNS number in conjunction with your MPIN number when making and/or requesting any changes to your profile.
- You are responsible for updating your information as it changes
- You must renew your record, at least once a year. If you do not renew your record, it will expire. An expired registration may affect your ability to conduct business (receive contract awards) with the government.

To initiate any changes or renew your record:

Changes can be made to your record as indicated below:

1. Go to ORCA's homepage at <https://orca.bpn.gov>.
2. Enter your DUNS number and MPIN then click **"Login to ORCA"**.
3. On the CCR information page, click on **"Update your previously completed ORCA record"**.
4. Make the necessary changes, then click the **"Save and Continue Questionnaire"** button on each page.
5. At the end of the questionnaire, click the **"Save and Continue to Certification"** button.
 - You may choose to exit the questionnaire at any point, saving what you have entered thus far, by clicking **"Save and Exit Questionnaire"**.
 - If you need to return to an earlier page, click **"Previous Page"**. However, any entries that you made on the current page will not be saved unless you first click **"Save and Continue Questionnaire"**.
 - Whenever you enter text in a field, you must click **"Add"** in order for the information to be saved.
 - In a few places throughout the questionnaire, you may find questions are marked with 'Reserved'. Because of certain company information provided in your CCR record, the question normally asked is no longer applicable to you. Continue on to the next question.

6. Click in the Certification box to indicate the information is correct, and click on the "**Submit Certification**" button on the clauses/provisions page to activate the changes.

To submit a renewal with no changes, follow the same steps listed above, with the exception of making changes to your information in the questionnaire. Reminder: you must click "**Save and Continue Questionnaire**" on each page, then click "**Save and Continue to Certification**" on page 5. After clicking the boxes for all Read Only questions on the Certification page, click "**Submit Certification**" to activate the renewal, even if none of your information has changed.

If you are not sure when your record expires, you can view a read-only copy of your certification which contains the "**Date of Submission**" by following these steps:

1. Go to ORCA's homepage at <https://orca.bpn.gov>
2. Go to "**Search current ORCA Record**".
3. Enter your DUNS number then click "**Search**".
4. The dates of your Certification Validity are listed under the name of your company.

Government Instructions

Search Active Records

Prior to starting, make sure you know the DUNS number of the company(s) you would like to review. If you do not know the DUNS number, you can find it by going to www.ccr.gov, and clicking on **"Search CCR"**. Once on the search page, enter the company's legal business name, and click **"Search"**.

If the company's name is long, type in the first few letters and then click **"Search"**. You will be able to choose the appropriate name from a displayed list. Click the **"Detail"** button for more information. The DUNS number is the first piece of information displayed.

Now you are ready to search ORCA.

- Start at <https://orca.bpn.gov>
- Under "Search current ORCA Record", enter the DUNS of the company you wish to find a record for, and then click **"Search"**.
- Review the Record displayed.
- You may download one of three .pdf copies of the record.
 1. To download a .pdf copy of FAR provisions, click on **"Download FAR PDF"** found at the bottom of the page.
 2. To download a .pdf file of both FAR and DFARS provisions, click on **"Download FAR & DFARS PDF"**.
 3. To download a .pdf file of SF 330 Part II (6/2004) click on **"Download SF 330 PDF"**.
- To review another Record click on **"Back to Top"**, then click **"Search"** and then **"Current Search"**.

Search Archived Records

As mentioned in the section above, prior to starting, make sure you have the DUNS number of the company(s) you would like to review. To find the DUNS number, go to www.ccr.gov, and click on **"Search CCR"**. Once on the search page enter the company's legal business name and click **"Search"**.

If the company's name is long, type in the first few letters and then click **"Search"**. You will be able to choose the appropriate name from a displayed list. Click the **"Detail"** button for more information. The DUNS number is the first piece of information displayed.

Now you are ready to go to ORCA.

- Start at <https://orca.bpn.gov>
- Under **"Search current ORCA record,"** click on the **"Click Here"** for Archive Search link.
- Enter the DUNS of the company you wish to find a record for and the dates you wish to view submitted records, click **"Submit"**
- Review the Record displayed.
- You may download one of three .pdf copies of the record.
 1. To download a .pdf copy of FAR provisions, click on **"Download FAR PDF"** found at the bottom of the page.
 2. To download a .pdf file of both FAR and DFARS provisions, click on **"Download FAR & DFARS PDF"**.
 3. To download a .pdf file of SF 330 Part II (6/2004) click on **"Download SF 330 PDF"**.
- To review another Record click on **"Return to Top"** then click **"Search"** then **"Archived Search"**.

ORCAXML Instructions

ORCAXML is a Web Services Interface that allows authorized users to obtain ORCA data via XML. Access to ORCAXML is limited to qualified Government sponsored systems. Users are required to sign a Non Disclosure Agreement. Qualified users can access ORCAXML at <https://orcaxml.bpn.gov/XML.aspx> for SOAP request and <https://orcaxml.bpn.gov/XML.aspx/ORCAXMLWebService> for HTTP Post request.

To access and use ORCAXML

1. Download either the "Government Personnel" or "Government Sponsored Contractor" form. Print, fill-in, sign, and fax the completed form to the ORCA Helpdesk.
2. ORCA Helpdesk will acknowledge the receipt of fax via email within 2 business days after it is received. ORCAXML will also contact the user if it needs any clarification or additional information while processing their application. ORCA Helpdesk may also verify the authenticity of the user by contacting the supervisor or the sponsor via email or phone.
Note: It may take up to 5 business days for the user application to be processed.
3. Upon approval, ORCA Helpdesk will create a unique userid and password for the user and communicate it to the user following standard secure procedures.
4. Users can refer to the ORCAXML User guide, Request and Response Schema files to incorporate ORCAXML into their application. Request and Response files for typical scenarios are provided for user convenience.

Help Resources

Help finding your DUNS Number
Dun & Bradstreet - 866-705-5711

Help finding your CCR POC or entering your MPIN
CCR Assistance Center - 888-227-2423 or www.ccr.gov

Technical assistance or help navigating ORCA
ORCA Helpdesk – <https://orca.bpn.gov/help/help.aspx>